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RC-M 63-074
3 October 1963

25X1

TO: CIA Records Administration Officer

FROM: Chief, OC-Records Control

SUBJECT: OC Vital Records Program

1. The following procedure has been established for the deposit of OC Vital Records in the Agency Vital Documents Repository. The OC Records Officer is the custodian of all OC Vital Records and in an emergency, access to them may be by authority of the D/CO or his designee.

- a. OC Vital Records will be sent to the Agency Vital Records Repository with a white filament band of tape (No. 898) around the container of each document. This filament band of tape signifies that the container is not to be opened by Repository personnel. It also indicates that the records are restricted to the Office of Communications, as stated above.
- b. Vital Materials Transfer Slip (Form 620) will be completed for each document forwarded for deposit. The Vital Materials Transfer Slip(s) will be in a sealed envelope attached to the material for deposit. The following information will appear in the upper right corner of each envelope to be deposited:
 - (1) Originating Division or Staff symbol
 - (2) Subject (only one subject is to be included in an envelope)
 - (3) Vital Documents schedule item number.
 - (4) Deposit Number

Example: OC-P
War Plans
Item #4
Deposit # 33-01-01

- c. Vital Records and Vital Materials Transfer Slips (Form 620) are to be filed by OC Component; Vital Document item number, and the deposit number in consecutive numbering series.

Original & 1 - Addressee

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